

# Free Trainings



## Navajo Relations

*Kinship establishes the foundation of respect; in this session, you will create your own color clan quadrant to build proper relations. Also include stories and developing a long lasting network of contacts.*

April 23, 2019  
9:00 AM – 12:00 PM  
Cost: Free



## A Natural Champion

*Many people see you as a champion in many aspects in your life; sometimes you choose not to believe the concept. Discover your strengths and how it has guided you in life.*

April 23, 2019  
1:00 PM – 5:00 PM  
Cost: Free



## Using Time Wisely

*Time is very crucial today because of its impact of who you are here for. Everyone has a natural time clock and how you use it relates to your decision making and the actions you take.*

April 24, 2019  
9:00 AM – 12:00 PM  
Cost: Free



Presents

## Administrative Professionals Week

**April 23-25, 2019**  
**Window Rock, AZ**

If interested, email the Instructor at [vera.hyatt@navajonsn.gov](mailto:vera.hyatt@navajonsn.gov) for a specialized registration form. You can select one or more sessions. ***LIMIT: 25 People per Session.***

April 24, 2019  
1:00 PM – 4:00 PM  
Cost: Free



## Be a People Person

*Together, strength, wisdom and confidence is a powerful combination for you to achieve the utmost customer care. In discussions, you will discover how being helpful will lead to success.*

April 25, 2019  
9:00 AM – 12:00 PM  
Cost: Free



## Know When to Listen

*Mastering this skill will help with your communication. Listen is very essential on a daily basis whether you are at work or elsewhere. This skill is an easy practice if you carry out simple actions.*

April 25, 2019  
1:00 PM – 4:00 PM  
Cost: Free



## DE-Stress

*Many times, there are daily positive and negative stressors that are beyond your control. You are the only one who can decide how you react to challenges. Dealing with it is critical to your health.*